

Instructions For Incident Replacement Requisition

PURPOSE

A method to authorize expenditures against the incident for replacing consumed, lost, damaged, or destroyed items. **This is not a tool for upgrading or updating supplies, or for supplemental acquisitions.** The key point to remember: Leave the incident supplied with no more and no less than you arrived.

REQUIREMENTS

- ☐ An Incident Replacement Requisition form (OF-315 or NFES 1300) must be completed and signed by the Requestor. Requests for durable items will require a justification statement explaining the loss, damage or destruction.
- ☐ The requisition must be approved, authorized and signed by a designated person responsible for handling incident replacement requests.
- ☐ NFES and non-NFES items must be documented on separate forms. Some NFES items are not available for replacement orders, such as saw chains, oil, spark plugs or components used to build kits. Most Caches will not support non-NFES orders.
- ☐ Trackable items (those with unique identifiers) must be authorized and replaced at the resource's home unit.
- ☐ The requisition must be submitted no later than the 45th day following the incident's closing.
- ☐ Approval of replacement requests will be based on Engine Accountability sheets or equivalent inventory documents provided by the Requestor's home unit.
- ☐ Approved requests should be filled at the incident prior to demobilization, especially if the Requestor is moving to another incident assignment. If incident supply is not possible, replacement items will be shipped to the home unit.
- ☐ **On Type 1 and Type 2 incidents, the Supply Unit Leader (SPUL)** may be the designated authority for replacement requests of **NFES items**. Replacement on the incident is made at the Supply Unit.
- ☐ On all other incidents and for non-NFES or non-standard supply items, the host unit agency administrator or representative, such as the Fire Management Officer or Incident Business Advisor, may be the designated authority. Replacement on the incident is made at the host unit if possible.

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PROCEDURE

1. The Requestor completes and signs an Incident Replacement Requisition form (OF-315 or NFES 1300). The signature verifies that the requested items meet the criteria of having been consumed, lost, damaged or destroyed on the specified incident.
2. The designated authority approves and authorizes by signature on the requisition, based on Engine Accountability sheets or other inventory documents provided by the Requestor's home unit. (On Types 1 and 2 incidents, the Supply Unit Leader, Logistics Section Chief, Support Branch Director or Incident Commander may also have approval authority.)
3. If equipment and supplies are available at the incident, the request is filled at the incident Supply Unit or host unit.
4. If equipment and supplies are **not available** at the incident and the Requestor is not being immediately demobilized, a resource order for the requested items to the incident's servicing cache via appropriate channels. The order will be shipped to the Supply Point at the incident.
5. If equipment and supplies are **not available** at the incident and the Requestor is being demobilized immediately, the Incident Replacement Requisition form will be forwarded to the incident's servicing cache. The servicing cache, in turn, will forward the requisition to the Requestor's home servicing cache or nearest stocking cache. Replacement items will be shipped to the Requestor's home unit.
6. The servicing cache will process any forwarded replacement request (and its corresponding justification statement) if and only if authorized approvals and signatures are included on the requisition. These approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.
7. **If created in ROSS by Dispatch Center or at the incident:**
 - Dispatch Center or ordering person receives the completed and approved OF-315.
 - Follow standard dispatch procedure for ROSS supply orders. S-numbers are automatically generated. **Make a comment on the order if it is a replacement order along with the home cache identifier (e.g., MTNRK).**
 - Dispatcher forwards the order to the resource's home servicing Cache, e.g. Northern Rockies, Billings, Coeur d'Alene or Redmond.
 - **If the home servicing Cache is unknown**, call the Cache for help or forward the order to the **Cache serving the Dispatch Center and/or incident**. The Cache could:
 - Identify the appropriate Cache for the home unit, **or**
 - Process the order and ship it to the home unit, **or**
 - Forward the order to the appropriate servicing cache regardless of location.

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8. **If created in ICBS-R by a Cache:**
 - **The incident must assign S-numbers in the 100000-block** on the OF-315 Incident Replacement Requisition.
 - The OF-315 is sent or carried to the resource's home servicing Cache, e.g., Northern Rockies, Billings, Coeur d'Alene, Northern California.
 - **If the home servicing Cache is unknown, the OF-315 can be sent to the Cache serving the Dispatch Center and/or incident.** The Cache could:
 - Create the order and ship it to the home unit, **or**
 - Create the order and forward it to the appropriate servicing cache regardless of location.
9. A cache may question a requisition if it is unreasonable, unusual, unclear or otherwise suspicious, or may recommend a vendor for direct ordering if cost-effective.
10. Fillable forms, OF-315 and OF-315a, are available on the Cache web site or by electronic mail.
11. ***IF YOU HAVE PROBLEMS*** - Please contact your home unit's administrator and/or your nearest Geographical cache. A written statement is preferred with specifics and names. All Geographic caches (NRK, GBK, etc.) are required to accept replacement orders when submitted in a complete and timely manner. Supply Unit Leaders should be willing to authorize justifiable requisitions.

COMPLETING THE INCIDENT REPLACEMENT REQUISITION FORM

1. **INCIDENT ORDER NUMBER**
Number assigned by the incident jurisdiction office. Sample: CA-SHF-104
2. **INCIDENT NAME**
Name provided by the incident jurisdiction office.
3. **ACCOUNTING/MANAGEMENT CODE**
Caches will not fill orders without an agency management code.
MT-NRK (Missoula) requires a Forest Service code.
ID-GBK (Boise) requires a Bureau of Land Management code.
It is the Requestor's responsibility to acquire the code(s) before submitting the request.
4. **AGENCY BILLING ADDRESS**
Name, Unit, Address, City, State, Zip, and Telephone Number.
This is for the incident jurisdiction agency (not the fire camp). This is for follow-up inquiries regarding authorization and accounting data.

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5. AUTHORIZED BY/TITLE

Designated authority: SUPL, LSC1, LSC2, SUBD, ICT1, ICT2, AFMO, or FMO.

6. AGENCY SHIPPING ADDRESS

Name, Unit, Street Address, City, State, Zip, and Telephone Number.

This is the street address of Requestor's home unit. Make sure the address is current and complete. Do not use a Post Office Box.

7. PERSON ORDERING/TITLE

8. DATE/TIME ORDERED

Date and time the order is placed with the supply unit (or incident unit's office).

9. DATE/TIME REQUIRED

Date and time order is required at home unit, remember to allow for shipping time.

Be realistic: Allow a minimum of 48 hours when request has to be routed to the cache system.

10. REQUESTED DELIVERY METHOD

UPS, Federal-Express, will pick up, will fill at home unit, etc. Display home cache identifier.

11. REQUEST NUMBER

Assigned by the Incident, dispatch center or agency FMO. Sample: S-1, S-204, etc.

12. NFES NO

Required if ordering a National Fire Equipment System Catalog item. Use a four-digit format with leading zeros.

13. QUANTITY

Must correspond with the U/I (Unit of Issue). Only order what is being replaced, no additional quantities.

14. U/I

Unit of Issue. Use format found in catalog. Do not confuse with the term 'standard pack' or 'Std PK': This is for ordering from vendors.

15. ITEM DESCRIPTION

A short description of the item. Samples: Shovel w/ sheath, Jeans 34 x 34.

Note: It is best to cross through any unused lines, before the requisition is signed.

Example Incident Replacement Requisition Form Sent To Cache

INCIDENT ORDER NUMBER MT-ABC-001	ISSUE NUMBER (FOR CACHE USE)
INCIDENT NAME Fire's Name	ACCOUNTING/MANAGEMENT CODE P12345 / H123 / C0099123
AGENCY BILLING ADDRESS NAME Joe's National Forest	AGENCY SHIPPING ADDRESS NAME Jane's Field Office
UNIT NAME Supervisors Office	UNIT NAME Jane's Station
BILLING ADDRESS 123 North Street	ADDRESS (NO P.O. BOX) 321 North Street
CITY STATE ZIP AnyTown MT 12345	CITY STATE ZIP Town MT 54321
AUTHORIZED BY TITLE Tom Jones Supply Unit Leader	PERSON ORDERING TITLE Jane Doe Engine Boss
TELEPHONE NUMBER 123-123-1234	TELEPHONE NUMBER 321-321-4321
DATE/TIME ORDERED 01/01/2012 - 1630	DATE/TIME REQUIRED N/A (Will fill at home unit)
REQUESTED METHOD OF DELIVERY Will Fill at Home Unit from MTNRK	

REQUEST NUMBER	NFES NO.	QUANTITY	U/I	ITEM DESCRIPTION
S-100324	0146	3	EA	Pulaski
S-100325	0105	2	BX	Fusees
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

WHITE - Original Cache Copy

YELLOW - Copy, Incident Supply

PINK - Copy, Ordering Unit

GOLDEN ROD - Copy Extra

NFES 1300 Test Form (1/98)